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ABSTRACT

Designed to help ninth graders write a plan for their high school education which will lead them to a career, the goal of this booklet is to help students (as well as their families and guidance counselors) to: (1) think about their interests and abilities; (2) discover enjoyable careers; (3) use activities to explore careers; (4) plan high school course work; (5) learn about postsecondary education; and (6) write a plan for the next four years. One-third of the publication is specifically designed to help ninth graders from Indiana in choosing from specific options available to them in the public school system and in choosing course work to fulfill Indiana Core 40 course work requirements. Chapters are: (1) Know Yourself; (2) Check Out Reality; (3) Know Your Options; (4) Engage in Activities; (5) Maximize High School; and (6) Use This Information. Contains a worksheet to help students work through the six chapters, a brief Holland Code instrument, and a glossary of career and education terms. (JBJ)

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CONNECTIONS

helping you build a bridge to the future

ED 399 500

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Who sent you this?

The Indiana Career and Postsecondary Advancement Center.

ICPAC (ick-pack) for short.

Throughout high school, ICPAC will send you newsletters, planners, and college financial aid information to help you prepare for your future career and education.

When you have questions, we can answer them over the phone or send you detailed information through the mail. You can also check out our world wide web site!

Our Hotline is free and open 24 hours daily.

You can speak to a staff member between 8 a.m. and 9 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. Friday.

At other times, leave a message and we will answer your request during office hours.

Why should you use it?

As a ninth grader, you must write a plan for your high school education that will lead you to a career.

This guide will help you create your plan.

***Connections* will help you, your family, and your guidance counselor:**

- think about your interests and abilities.
- discover careers you might enjoy.
- use activities to explore careers.
- plan the Core 40 courses you will take to reach your career goals.
- learn about the kind of education you will need after high school, and
- write your plan for the next four years.

Call the toll-free ICPAC Hotline for FREE information on education and career plannin

1-800-992-2076

or TTY 1-800-225-8980

http://icpac.indiana.edu

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How do you use it?

Connections can help you build a bridge to your future career.

To build your bridge:

1. **Review the sections to the right.**
2. **Turn to the next page or a page that interests you.**
3. **Check out the *Career and Course Plan* worksheet after page 32. You'll use it later.**
4. **Look up words or ideas you don't understand in the back. Or call the ICPAC Hotline.**
5. **Order free publications using the order forms on page 63.**

know yourself

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know
yourself

What are your dreams?

Did you pretend you were President or a firefighter when you were younger?

What careers do you dream of now?

Have your dreams changed?

What will it take for you to enter one of the careers you dream about now?

You may have to learn how to:

- **use new tools**
- **wear a uniform**
- **talk with people**
- **solve problems**
- **write clearly**

Any career you choose will require you to learn and do new things. This is the **gap** between who you are now and who you want to be in the future.

You can **build a bridge** over this gap.

Like a bridge over a river, successful careers and lives are built in small steps or sections.

Read the next page to start building the first section of your bridge to your future career.

chart a destination

First, decide where you want to go.

Answer the questions below about what you dream your life will be like in the next ten years.

What career will you chose?

Who will you work for?

What type of education will you need after high school for your career?

Where will you be living?

What will your family life be like?

What will your hobbies be?

What charities and organizations will you work for?

Share these answers with your parents.

What do they think is your ideal future?

Why did you decide to continue your education after high school?

"I knew it was the only way to be successful in the workforce. To have a career, I need to learn a skill and have knowledge about an area. I want to be able to function in society and give back to my community."

Damon McDade
from Terre Haute
Indiana State University
Major: Human Resource Development

make
decisions

Don't leave your career choice to chance.

One of the most important decisions of your life will be choosing a career. Explore your career ideas and prepare for your future carefully.

Your decisions will influence your future.

You don't have to make these decisions alone. You can get help from your friends, parents, teachers, guidance counselors, and advisors.

These seven steps will help you make decisions.

1. Identify the decision to be made.
2. Gather information.
3. Identify your options and choices.
4. Weigh evidence for and against each choice.
5. Choose among your options.
6. Take action.
7. Review your decision and its consequences.

Adapted from *Basic Career Development*, I.U. Career Development Center

Use the above seven steps to solve this problem.

You are looking for a job. You have been offered two part-time jobs.

- **Billy's Burgers** will pay you $4.35 an hour for 12 hours a week. You will work closing hours on Friday and Saturday nights.
- **Patty's Pets** will pay you $4.70 an hour for 10 hours work a week. You can work your hours whenever you wish.

What other information would you ask for from each employer?

Which job would you choose and why?

Is there a "correct" answer to this problem?

know
what you want

Choose your career based on what you want from life.

How important to you are the following career goals?

Read the 12 items below. Write a **1** next to the goal that is **most** important to you in a career. Then use numbers 2 to 12 to rank the remaining career goals.

_____**Earnings**	how much the career pays
_____**Service**	how much the career lets you help others
_____**Interest**	how interested you are in the career
_____**Growth**	how much you can grow as a person
_____**Prestige**	how much people will respect you
_____**Free time**	how much time you can spend with loved ones
_____**Location**	how much you want to live where the career is
_____**Independence**	how much you can "be your own boss"
_____**Security**	how long the career will employ you
_____**Success**	how well you will do in the career
_____**Responsibility**	how much people will depend on you
_____**Teamwork**	how much the career allows group work

Write the three most important career goals on your *Career and Course Plan*.

Why are these factors important to you?

identify
your abilities

What are your skills and abilities?

You may not think that you have many abilities or skills. But you have learned many since you were a child. You will need many for your career. You use skills without knowing that you possess them.

There are three types of skills:

- **Self-management skills** are personal qualities. How you get along with others, relate to authority, and manage time are examples of self-management skills.
- **Transferable skills** can be used across jobs or career fields. Most careers require you to write well and speak clearly. Many jobs require knowledge of advanced mathematics. Your transferable skills can be used in many different careers.
- **Specialized skills or knowledge** are learned for a specific career. A specialized skill learned by nurses is how to give medications.

Think of a job you held or an activity in which you participated.

1. On a piece of paper, write down the name of your job or activity.
2. Write down what you did for your job or activity.
3. Write down the skills you used.
4. Name the skill as self-management, transferable or specialized.
5. **Write your abilities in your *Career and Course Plan*.**

Adapted from *Basic Career Development*, I.U. Career Development Center

Example Skills Exercise

Name of Job or Activity: Home Room Representative

What you did	**Skill Used**	**Skill Type**
brought problem of late notice of school activities to student council	public speaking	specialized
	explaining	transferable
	influencing	transferable
	responsibility	self-management

discover your interests

Finding your interests will help you find possible careers.

You will enjoy reading a book more if it interests you.

The same is true for careers.

You will enjoy the career you choose if it fits your interests.

You can discover your interests.

There are tools you can use to discover your interests.

These tools are called *interest inventories*.

They are often paper and pencil exercises which ask you questions about yourself. Your guidance counselor may have interest inventories that you can take. Or, your counselor will know where you can get one.

Completing a paper and pencil exercise will not give you "the answer." But, it can give you a starting point for exploring careers.

Complete the *Discovering your Holland Code* exercise.

1. Turn to the back of the *Career and Course Plan* worksheet before reading the next page.
2. Follow the directions on the *Discovering your Holland Code* exercise to find your three-letter code called a *Holland Code*.
3. Learn what your Holland Code means by reading the next page!
4. Also check out page 62 to learn about ICPAC's other easy and low-cost methods of finding out your career interests.

create
career ideas

Use your Holland Code from the survey you completed to find which of the categories below fit you.

R **Realistic** These people have athletic or mechanical ability. They prefer to work with objects, machines, tools, plants, or animals. They often like to work outdoors.

I **Investigative** These are people who like to observe, learn, investigate, analyze, evaluate, or solve problems.

A **Artistic** These people are often artistic, inventive, or insightful. They usually like to work in an unstructured situation, using their imagination or creativity.

S **Social** People in this category like to work with people. They like to inform, enlighten, help train, develop, or heal people. They may also be skilled with words.

E **Enterprising** These people also like to work with people, but they like to influence, persuade, or perform. They like to lead or manage for organizational goals or economic gain.

C **Conventional** People in this group like to work with data, have clerical or numerical ability, and carry things out in detail. They usually enjoy following other people's instructions.

Create career ideas from your Holland Code, goals and abilities.

1 Turn to the back, inside cover and use your Holland Code to discover careers that may fit your interests.

2 There are many more careers not listed on page 65. Call the Hotline for help finding other careers or ordering detailed career descriptions. Ask for IS-65, *Career Areas to Explore and the Jobs Within Them.*

3 Do any of the listed careers sound interesting to you? Do these careers match your career goals and abilities?

4 Choose three careers that interest you.

5 **Write your careers in your *Career and Course Plan.***

use other tools

You can use other tools, like computers, to explore your skills, abilities, and interests.

There are many computer programs that can help you explore and plan your future. These software programs may be available in your guidance counselor's office, in your school's library, or at your public library. The three computer programs listed below are the same ones that we use to answer your questions at the ICPAC Hotline!

Choices

COIN (Coordinated Occupational Inventory Network)

GIS (Guidance Information System)

These programs allow you to search for careers that fit you by using an interest inventory. You can also search for colleges that offer training and education in a specific career. Some programs can help you search for scholarships.

World Wide Web

Chances are you've heard about the World Wide Web.

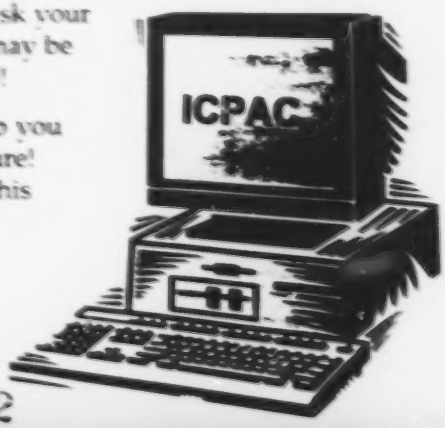
The Web allows you to access text, graphics, sound, and animation from computers all over the world. On the Web you can take interest inventories, look for volunteer opportunities, or read about careers and colleges that interest you.

If you don't have a computer at home, ask your school or public library for help. They may be able to help you start exploring the Web!

ICPAC has its own Web site! It can help you learn more about planning for your future! We've created a special section just for this planner. Check it out!

Our World Wide Web address is:

http://icpac.indiana.edu



explore
change

Appreciate that you will change.

Tools like interest inventories help you form an idea of what your likes and dislikes are now. But, your interests will change, and so will your career and educational goals.

Change is growth. It allows you to meet new people, discover new ideas, and welcome new experiences. Plan your future so you will be prepared to take advantage of changes.

Explore changes in yourself, your interests, and your goals to be sure of your future.

To see how much you have changed, fill out this chart.

Question to Answer	Elementary School	High School
The name of your best friend		
What you wanted to do as a career		
Your favorite sports or hobby		
Your favorite class		
Your favorite TV show		

Adapted from the *Career and Activity Resource Guide*, Indiana Department of Education.

Compare your elementary school answers to your high school answers.

Has anything changed?

What has stayed the same?

What has happened in your life that caused these changes?

Did you always get to make the decision on what changed and how it changed?

check
out reality

know
what you can do

Don't limit yourself.

Set a goal.

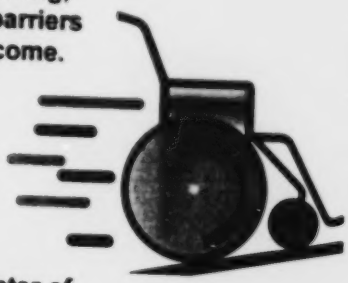
Know yourself and what you are capable of doing.

Don't let stereotypes or what others think keep you from the career you want.

The most important thing is that you enjoy your career and that you do your best.

Physical, learning, and money barriers can be overcome.

If you know what the challenges are in life, you can plan to overcome them.



That's what this chapter of *Connections* is all about.

What are some of the toughest things you've dealt with?

"Having to manage my time... make effective use of it. I have learned efficiency. I'm an independent person... so learning to share things with a roommate, learning to adapt, knowing your personality. You have to be open to change.

You need to be better prepared for the real world. You need to take computer courses... you need communication, verbal skills, written, too. Choose extra courses in presentation ...to make yourself a better leader."

Chris LaFevor
from South Whitley
Indiana State University
Major: Insurance

look
at the future world

The world you live in today
will not be here five years from now.

Will it be destroyed by a nuclear war? Probably not. We will still be here, but the world in the year 2000 will be very different from what it is today.

Technology is growing more powerful.

Because of the information explosion from television and computers, we are being introduced to new people and new ways of thinking.

With this change in culture, our workplaces are changing too. No matter what career you choose, you will be given many different types of responsibilities. Workers will be expected to be more flexible, take more responsibility, and work effectively in teams with other people.

The U.S. Department of Labor reports that you will need to be a skilled worker to find a good job in the year 2000.

Will you be able to...

- locate, understand, and interpret written, verbal, and graphic information?
- understand numerical information and use math to answer questions?
- think creatively, make decisions, and solve problems?
- set goals, work with others, and believe in yourself?
- know how to learn?

Need more help?

Call the Hotline for your free copy of IS-82, *Skills you will need for the future.*

aim
for the future

How can you aim for your future?

By making educated guesses that will help you plan your career. Learn the occupational outlook for your career field. An occupational outlook will tell you how many jobs will be available in your career field by the time you finish your education.

Charts like this one show you a career field's outlook.

The best way to find the outlook for a career field is to read the *Occupational Outlook Handbook*. This book may be at your guidance counselor's office, school library, or at the local public library.

You will have about six jobs in your life. Prepare yourself now for your future:

- become a flexible worker,
- gain leadership skills,
- be a life-long learner,
- learn multiple skills, and
- master technology.

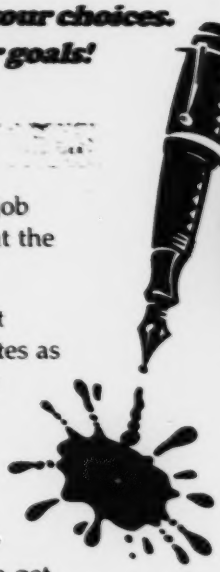
Want more information?

Talk to your guidance counselor or call the Hotline for Occupational Outlook information.

learn the facts

Find out what work is really like. Understand your choices. This will improve your chances of reaching your goals!

These activities can teach you about work and careers.



Informational interviews are meetings with someone in a job that you might like. Before you go, prepare questions about the job and things related to it.

Job shadowing is spending time with someone on a job. It gives you an inside view. Ask lots of questions and take notes as you observe the person. Talk with others at the workplace about the job.

Workplace tours let you see the different areas of a workplace. You might tour with a group or call and ask to tour with someone from the company.

Volunteer at a local business or community organization to get an idea of what having the job is like. You won't receive money, but you will gain experience and learn about jobs in that field.

Prepare before you go!

Plan ahead Once you have identified a job you might like, arrange a day and time to tour, interview or job shadow. If you don't know anyone in that company or position, call the personnel office. Someone there will arrange for your visit. Research the job and company, if possible.

Ask questions that get you the information you need or want. Don't be afraid to ask questions. Most people will be glad to answer any questions you might have. They will be happy to explain what the job is really like.

Want more information?
Call the Hotline for
IS-49, *Worksheet for Visiting a Job Site*

Be professional
Dress neatly, speak clearly, and be on time. Be prepared with your questions. Listen carefully and take notes. Then think about what you learned.

know
the cost of living

Will the career that interests you pay for the life you want?

How much money do you need to make to live the life-style you want? $_____

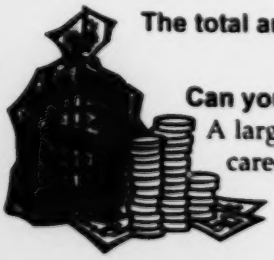
How much will your career pay you? $_____
Find out by talking to your guidance counselor or call the Hotline at 1-800-992-2076.

What's the difference? $_____

Let's say you earn $12.02 an hour or about $25,000 a year.

Do you know how much it really costs you to live each year

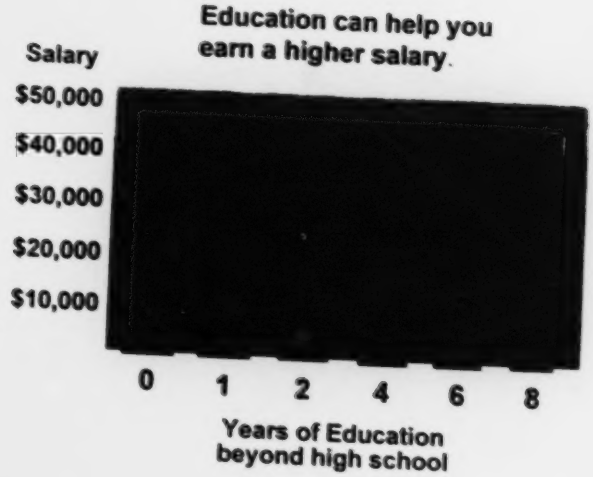
if you live alone in a one-bedroom apartment?	$4,488
if you want a phone, electricity, and water?	$1,890
if you drive a used, midsize car?	$4,800
if you buy groceries and cook all your meals?	$2,891
if your only entertainment is cable TV?	$ 420
If you do your laundry at a laundromat?	$ 396
if you have health insurance through work?	$ 400
if you buy your clothes off the sale rack?	$ 300
if you save no money?	$ 0
when you pay taxes and social security?	$7,500
The total amount:	**$23,085**



Can you live the way you want with the career you chose?
A large pay check isn't the only reason to consider a specific career. But, be aware that it is expensive to live on your own. Usually, the more education you have, the more your career will pay.

learn
to value education

Education is the way to build a bridge to the life you want.



Education can also:

- give you confidence,
- open doors to your future,
- help you cope with changing jobs and careers,
- give you more job choices,
- make it less likely you will lose your job,
- teach you how to learn, and
- help you explore your abilities and interests.

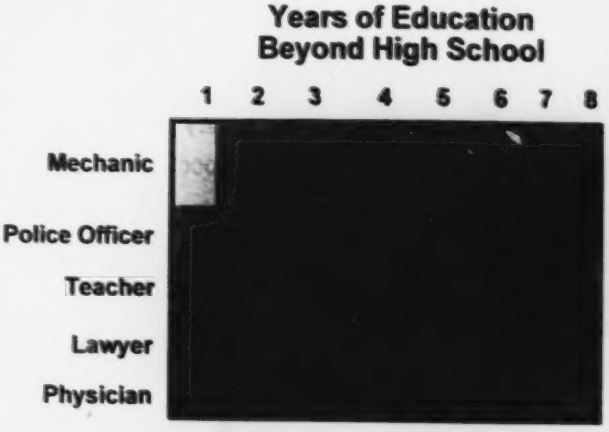
Want to know more?
Ask the ICPAC Hotline for
IS-43, *The Value of Education: advice from two experts*
IS-45, *The Dollars and Sense of Education*

discover
what it takes

Education, experience, and attitude help you start a career.

You could start calling yourself a medical doctor tomorrow, but would you get many patients? If you were sick, would you allow a doctor with no training to operate on you? Probably not. Would you let a poorly trained mechanic work on your car? No.

What is the difference between someone you trust to treat you or fix your car and someone you will not? Simple—education and experience.



The more education and experience you have, the more you know. Look below to discover how much education after high school is required for some of the most popular careers.

There are many good paying careers that require only one or two years of education. Read the next section to learn about the different types of education and their value.

It takes the right training and skills to do a job well. It **also** takes the right attitude. You must enjoy the work you are doing. If you enjoy your job, you will perform well and increase your chances for raises and promotion. The key to finding an enjoyable career is choosing a career based on your abilities, values, and wants.

Want to know more?
Call the ICPAC Hotline for
IS-46, *The Future, Education, and the Job Outlook*
IS-52, *The U.S. Workworld: 1990-2005*

know
your options

know
what you need

There are hundreds of schools you can attend after graduation to receive education.

Different careers need different types and amounts of education.

Usually, careers with greater responsibility and pay require more education.

For example, fields like health care have many separate careers that require different types and amounts of education.

Career	Type of School	Length of Training	Salary
Certified Nurses' Aide	Technical College	3 to 6 months	$13,000
Medical Assistant	Technical College	6 months to 1 year	$15,000
Licensed Practical Nurse	Technical College	1 year	$20,000
Registered Nurse	2 year or 4 year college	2 to 4 years	$31,000
Clinical Nurse Specialist	4 year college and Professional School	6 years	$36,000
Physician	4 year college and Professional School	8+ years	$84,000

Read this chapter to discover the different types of training and education available after high school.

Do you know the type of education you need?
Talk to your Guidance Counselor or order a career profile from the Hotline.

check out training options

There are many ways to receive valuable training.

Apprenticeships - An apprenticeship combines learning through both work and classroom instruction. Apprentices (learners) are paid for their work by a company sponsor or employer association. After training, apprentices are certified as skilled in a trade.

There are over 100,000 apprenticeship openings in over 800 occupations each year in the nation. The most popular apprenticeships include cooks, correction officers, and firefighters. The majority are in the electrical, carpentry, and plumbing trades.

Learn more about apprenticeships from your counselor or call the Hotline.

On-the-Job Training (OJT) - Learning an occupation through OJT is similar to apprenticeship. In OJT, businesses train new or current workers in the skills necessary for a particular job. Starting on the wait staff of a restaurant and working up to a management position can be done through OJT.

Unlike apprenticeships, OJT does not usually result in a certificate that will be accepted by future employers as proof of your skills. However, OJT will provide you with experience and a paycheck.

Federal and state programs may help you find OJT opportunities.

Military - Training in over 200 occupations is available in the military. You can also obtain a college education at a military academy or earn money for college during your tour of duty. There are advantages and disadvantages to this option.

Learn more by speaking to your parents, teachers, veterans, and your guidance counselor. Then talk to a military recruiter about the training options they can offer you.

Want more information?
Call the Hotline for:
CS-6, *Is the Military an Option for You?*
CS-10, *All about Apprenticeships*

look into
one- and two-year options

Occupational, trade and technical colleges provide education and training of less than four years for a specific career.

These colleges offer three types of programs

- **Certificates** usually require 6 months to 1 year to complete;
- **Diplomas** may require 9 to 18 months to earn; and
- **Associates degrees** usually take 2 years to complete.

These colleges can be public, non-profit, or for-profit.

Vincennes University, Ivy Tech State College, the Purdue Statewide Technology Program and most of the other state colleges, and many private colleges offer opportunities to earn certificates and associates degrees.

There is also a long list of private, for-profit Indiana colleges which offer these training opportunities.

These colleges train students in fields such as

Auto Body Repair
Aviation Maintenance Technician
Commercial Driver
Flight Attendant
Chef
Dental Technologist
Practical Nurse
Registered Nurse
Tool and Die Maker
Funeral Director
Building Construction Technology
Heating/Cooling/ Refrigeration Technician
Banking and Finance
Computer Technology
Professional Supervision

Want more information?
Call the Hotline for:
IS-27, *Indiana programs offering associates degrees and certificates*

investigate
two-year programs

Two-year programs can teach you skills and knowledge to start a career and prepare you for further learning.

Students who are not ready to earn a four-year college degree may choose to start an Associates degree first. If you decide on this option, there are further decisions you must make. Many institutions offer two types of Associates degrees.

The two types of Associates degrees.

Non-transferable (terminal) programs provide training for those who do not want more than two years of training. In most cases, this degree will not allow you to transfer these courses toward a four-year degree. At some time in your future, you may decide that you need a Bachelor's degree to get a job you want. You may not be able to use this degree as credit toward a four-year degree.

Transferable programs are for people who think they may want more than two years of school. Work in this type of program may count towards a four-year degree at the same or a different school.

There are many programs offered in the same area of study which offer both the transferable and the non-transferable Associates degree. Make your choice carefully. Remember, your goals and needs may change. A transferable degree leaves you with many more options!

Some Associates degrees offered at Indiana colleges:

Non-transferable	Transferable
Electronics Technology	Electrical Engineering Technology
Practical Nursing	Nursing
Welding Technology	Elementary Education
Secretarial	Social Work
Graphic Design	Business Administration
Aircraft Maintenance Technology	Aircraft Maintenance Technology
Computer Information Systems	Computer Information Systems

Want to know more?
Call the Hotline for
IS-25, *Two-Year Colleges: 2 Paths from which to choose*

consider
four-year colleges

Four-year colleges offer two types of education.

Bachelor of Science

A Bachelor of Science degree is earned in specific fields such as education and engineering. Students take courses in the career field that interests them, as well as general courses. The Bachelor of Science will prepare you for careers such as:

Agricultural Engineer	Teacher
Industrial Designer	Social Worker
Physical Therapist	Health Administrator
Business Administrator	Meteorologist

Bachelor of Arts

A Bachelor of Arts is a liberal arts degree. Liberal arts students take a wide variety of courses in math, science, literature, history, and foreign language. A specific career goal is not needed before you begin a Bachelor of Arts Degree. Many liberal arts students use their first year of college to explore career fields. These students then choose and take courses in a career area. They may also take courses in another discipline which may link them to specific jobs. Students who graduate with a Bachelor of Arts degree can be prepared for many career options, such as:

Archivist or Curator
Teacher
Research Assistant
Editor
Advertising Manager
Public Relations Specialist
Sales Representative

Want to know more?
Call the Hotline for
IS-26, *Four-Year Colleges and Universities in Indiana*

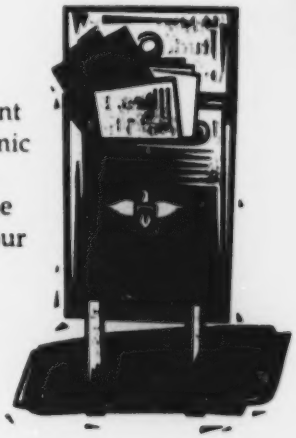
research
your options

Follow these steps when researching your options.

Step 1: Decide the type of education you need.
You will need to research information for this decision carefully. Education for your career may be available from several types of colleges and programs. Check out all the possibilities. Each possibility can lead you to different levels of pay and responsibility on the job and different options for more education in the future.

Step 2: Find out where the education you want is offered.
Call the ICPAC Hotline to find out the names and addresses of specific programs, schools, or colleges that can help you reach your career goals. We can even tell you which ones are close to home.

Step 3: Write to these programs or schools.
Once you know the names and addresses of colleges, you will want to do further research. Different programs, schools, and colleges have different academic strengths and special activities. Write a letter to the admissions department or administrative offices of the programs, colleges, or schools that interest you. In your letter request information about your career interest. Most will send you catalogs or brochures to explore what makes them unique.



Step 4: Visit the programs or schools.
Later, you should visit schools that interest you before making decisions. ICPAC can provide you with lists of questions that you will want to ask when you visit.

Want to know more?
Call the Hotline at 1-800-992-2076.
Order IS-85, *Where to study what in Indiana* and profiles of colleges that interest you.

prepare for the costs

Start planning for college costs today.

Step 1: Explore the costs

Call ICPAC or write colleges to find out their tuition and fees. ***Don't rule out any colleges because of cost.*** Expensive colleges often offer more financial aid than less costly ones. Find out the average financial aid amount that a college offers, and use that information as part of your decision-making and planning process. 1996-97 tuition and fee costs for three Indiana public colleges are listed below.

Ivy Tech State College	**$1,503**
Purdue University, West Lafayette	**$3,208**
Indiana University, Bloomington	**$3,751**

Other costs associated with going to college include housing, food, books and supplies, transportation, and personal expenses. Colleges look at all of these costs when determining your eligibility for financial aid. The ICPAC Hotline can provide you with detailed cost information for Indiana colleges.

Step 2: Find out about financial aid

Most college students get help paying for college. Some aid is based on your family's financial need. Other aid considers good grades, high test scores, honors, special talents, or activities. There are three types of aid:

Gift aid is money that you do not have to repay. Scholarships and grants are kinds of gift aid.

Student employment includes work-study programs, cooperative education, and part-time jobs. There are also "work colleges" that allow students to work in exchange for their education.

Loans are money you borrow for your education. You must repay the loans with interest.

Need more help?

Call the Hotline for...

IS-1, *ICPAC Guide to Student Financial Aid*

IS-86, *Strategies for cutting college costs*

You can estimate how much financial aid you will qualify for by using ICPAC's low-cost, financial aid estimation service. See page 62 for more information.

Step 3: Open a savings account

Most financial aid programs expect both students and parents to pay at least part of these costs. Save what you can, even $5 a month. It is important as savings, and as a statement of your faith in the future. Be sure you are financially prepared for college.

engage
in activities

try
new things

Get involved in activities outside the classroom. You can learn a lot and have fun at the same time!

A good education includes both extra-curricular activities and academics. In extra-curricular activities, you learn about people, decision-making, problem-solving, and teamwork.

You also learn to know yourself during these activities. This will help you decide what type of work you want to do in the future.

For instance, you can decide if you want to

- work with people,
- do tasks like those you perform in your organization, or
- make decisions and assume responsibility.

Being active in school can also help you

- get a job during high school or after,
- get admitted to college, and
- get scholarships for college.

Participating in outside activities shows people that you are a well-rounded person and that you have many interests. It also shows that you can work with other people, and in all jobs, you have to work with others.

Try out:

- art
- band
- cheerleading
- chorus
- dance
- debate
- drama
- honor societies
- language clubs
- magazine
- newspaper
- orchestra
- opera
- radio broadcasting
- sports
- student government
- TV broadcasting
- yearbook

Need more help?

For more information about summer activities read page 48.
For more on about playing sports in college, call for IS-91, *NCAA Freshman Academic Eligibility Requirements*

discover your summer

Make your summer an experience that builds your future!

You can spend your summer at places other than the pool or mall! Check out these ideas!

- summer camps,
- travel abroad,
- workshops and classes on a college campus,
- volunteering for community organizations,
- sports camps on campuses,
- job shadowing, and
- summer employment.

"As a kid, I went to State Police and Law camps and we got to see the other side. I became interested through those."

Brian Stewart
from Loogootee, IN
Indiana State University
Major: Criminology

"Be involved in high school—fill every line on your college application. It helps you get scholarships and money awards which will help you pay for your books, etc...

"Dabble while you are in high school—it is a time for discovery. Try sports, different subjects. This will help you decide what you want to do. Get in something that interests you. Not art if you don't like it—but try things and do what you like. Then excel in what you do.

Lavonna Anderson
from Indianapolis
Indiana State University
Major: Pre-med or Medical Technology

Need more help?
Check out page 48 for more on summer activities!

consider
a part-time job

Thinking of going to work?

Many students take a part-time job during the school year. This can be both good and bad. Weigh the costs and benefits carefully before you take a job.

What are some benefits of part-time work?

Experience

The experience you gain will be very valuable. You will learn new skills. Experience is another kind of investment in your future.

You can learn a lot about careers.

You can learn about the field that your part-time job is in and decide if there is a future for you in that field.

You can learn new skills.

Future employers will want to see that you have good communication skills, problem-solving skills, and interpersonal skills. You might be able to learn these skills in a part-time job.

Money

A good thing about work is the money you earn. You can buy things such as clothes, a movie ticket, or maybe even a car. Or you can save money for the future. Saving for your education is an important investment. Financial aid programs will expect you to contribute money toward college.

Need more help?
Call the Hotline for:
IS-9, *Tips on Finding & Getting a Job*
IS-51, *Working in High School*
IS-92, *Labor Laws for Age 17 & Below*

What are some costs of part-time work?

Free Time

Do you have a hobby you enjoy? Are you in a club or on a team? You will also need time to relax. Fun and free time are important to your health and well-being. Think carefully.

Study Time

The more time you work, the less time you have to study. Some students can have a job and still get good grades. Others have trouble keeping their grades up when working. **Students who work more than 10 hours a week see their grades fall.** Think about this carefully!

talk to people

People are valuable resources for planning your future! Consult them for guidance and advice.

Parents

How did your parents get into their careers? How did they make their decisions about their futures? Find out how they feel about their choices and their jobs. Ask them for their advice about your career and education plans.

Guidance Counselors

Guidance Counselors can help you find out about

- careers,
- training and education,
- financial aid, and
- interest inventories to help you get to know yourself.

They can also help you with study problems or problems you may be having in a class or with a teacher. Walk down to their office and talk!

Teachers

Your teachers can tell you about their college and work experiences. Also, they know your strengths and can help you improve yourself academically. If you are committed to learning, they will help you achieve your goals.

Other people

Many communities have **mentor** programs for high school students. A mentor is someone who can guide, advise, and help you plan for your future. Check with your guidance counselor to see if your community has a mentor program. If not, find a neighbor or family friend who can play this role in your life.

ICPAC

Last but not least is ICPAC! We like to help people find the answers to their questions about careers and education. Give us a call at our free Hotline. We'll help you. Satisfaction guaranteed!

stay motivated

Don't lose sight of your dreams.

There are many challenges ahead. You will have to complete your homework, write your papers, and pass your tests. You also must begin to think about your future, but all the work and all the planning will be worth it in the end.

Stay motivated to do the work that will make your dreams become reality.

- **Talk** about how you feel to parents, guidance counselors, or teachers. They can help you make decisions and give support.

- **Be** your own best friend. Have faith in yourself.

  Think about the abilities that you do have —and don't dwell on the things you find difficult.

  Ask your friends about your good points and remember them. Think about them when you are down.

  Put your work in perspective; realize that these four years of high school are only a small part of your life. The hard work will not last forever!

- **Reward** yourself when you do well. Bribe yourself. If you complete your homework assignments for the week, treat yourself to a movie or a new book. For a bigger task, give yourself a bigger reward or do something fun you have been putting off. And don't forget to "pat yourself on the back" for finishing a big job. Knowing you did a good job will help you with the next big assignment!

"...The demands are so great, there's so much work to do. You ask 'Why am I here?' Think about your long-term goals...don't miss an opportunity, when you are preparing for an exciting career!"

Greg Hubbard
from Kokomo
Rose-Hulman
Major: Mechanical Engineering

Need more help?
Ask the Hotline for
IS-81, *Plan for your Future during high school*

maximize
high school

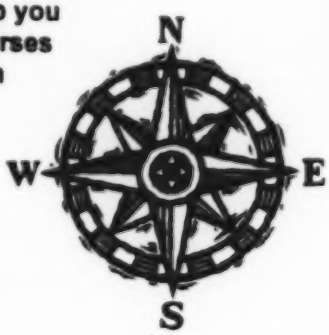
plan
for your future

Choose where you want to go, — then make a plan to get there.

Planning how you will spend the next four years in high school is very important. The previous sections of this planner have helped you learn about yourself, your career interests, and the education you will need to meet your goals.

This section will give you important information about the academic options you have in high school. Become familiar with theses options by reading this chapter and talking to your teachers and guidance counselor. Work with them and your parents to create a list of courses and activities that will allow you to explore your career interests and prepare you for education after high school.

The *Career and Course Plan* worksheet will help you create a list of courses and activities, then write them down for the future.



"What helped me out a lot when I was in high school was that I took a lot of college preparatory classes, instead of trying to take it easy... That's when I think you really need to dig in to get ready for college."

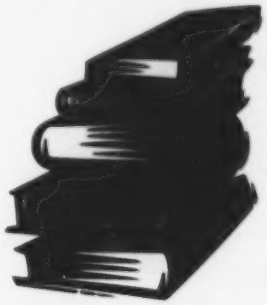
Kim Lacey
from Muncie
Ball State University
Major: Psychology

"Twenty or thirty years ago, you could get a factory job and have a nice life. Now, to get a good jump on life, I really think that people need to get an Associates degree, vocational education or more education to do well. Some students take blow-off classes. You need to get the most out of high school you can."

Jay Moorman
from Sunman
Rose-Hulman
Major: Computer Engineering

understand
high school choices

There is much more to high school than taking the minimum number of classes.



To be successful, the world expects you to do more than the minimum.
Indiana government leaders, educators, and business people have agreed on a group of high school classes that will prepare you for success. This group is called the **Indiana Core 40**.

All students must enroll in the Indiana Core 40.
The Core 40 is not just for students who want to go to college. Students who want to enter the workforce after graduation will also benefit from Core 40.

You can complete the **Core 40** by following the guidelines on page 36. Take as many of these Core 40 classes as you can during your first two years of high school. This will leave time during your junior and senior years to take career exploration, advanced, and elective courses like those described below.

You have choices to make about your high school education.

You can choose to take Technology Preparation (Tech Prep or applied) classes. These classes will allow you to learn in a hands-on practical setting. Your studies will be connected to real world problem-solving situations that you will encounter in the workplace. Tech Prep classes may fulfill Core 40 requirements. Read page 37 for more on Tech Prep.

You can also choose to earn an Academic Honors Diploma. Earning an Academic Honors Diploma may make you one of the best-prepared students for college. Read more about the Academic Honors Diploma, Advanced Placement, and other college credit opportunities on pages 39 to 42.

Need more help?
Look at your career goals. What courses will help you reach them?
If you don't know, ask your guidance counselor for help.
Also, talk to your parents. What do they think?

take the Core 40

Ninth graders must enroll in Core 40.

All students must work toward completing the requirements of Core 40. You must **complete** the Core 40 to be considered for admission to Indiana's public four-year colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce. To complete the Core 40:

1. Take 28 to 30 credits from this list.

Language Arts	8 credits in literature, composition, and speech
Mathematics	6 - 8 credits of Algebra I, Geometry, Algebra II, Trigonometry, Calculus
Science	6 credits in laboratory science from the following: 2 Biology 2 Chemistry or Physics and 2 additional credits from Chemistry, Physics, Earth/Space Science, Advanced Biology, Advanced Chemistry, Advanced Physics
Social Studies	6 credits distributed as follows: 2 U.S. History 1 U.S. Government 1 Economics 1 World History and/or Geography 1 additional course from above or other social studies area
Physical Ed.	1 credit (two semesters)
Health/Safety	1 credit (one semester)

2. Choose 8 credits in courses from the list above or the list below.

Foreign Languages	Such as Chinese, French, German, Italian, Japanese, Latin, Russian, or Spanish.
Arts	Art, Music, or Drama.
Computers	Computer Applications
Career Area	At least 6 credits in a logical sequence from a technical career area.

3. Choose 2 to 4 more credits from any courses at your school.

learn about Tech Prep

Tech Prep courses offer students a new way to learn.

Tech Prep classes are available to all Indiana high school students in grades 11 and 12. Some high schools also offer these courses to grades 9 and 10. Some Tech Prep or applied courses will meet Core 40 requirements if they cover the same content as courses taught in the traditional manner.

What is Tech Prep?

The Indiana Tech Prep program was designed to prepare you for more education and for the workforce. Tech Prep courses are taught with a "hands-on, real-world" approach. For instance, a student might solve a math problem and then describe that solution for English class. Many courses will also require students to work in groups to learn and practice teamwork skills. Tech Prep programs include courses that target a specific occupation such as health care, business, manufacturing, or agricultural science. Some options in this program offer an opportunity to work part time in related jobs and apply what is being learned at school. Some schools have worked out agreements with colleges for dual credit for some of these subjects. Each school district has developed its own program. Therefore, Tech Prep options will vary.

What does it do?

Tech Prep courses will prepare students for many options after high school. Students will be prepared for employment and may be prepared for apprenticeships, technical and business colleges, or two- and four-year colleges, depending upon their school's programs.

To find out more about Tech Prep at your school, talk to your counselor. Then think about your interests, the way you learn, and your future career goals. You might take a Tech Prep course to see if this style of learning is right for you. With Tech Prep classes now available, you have more options to consider. Make your choices carefully.

To learn more, ask the Hotline for IS-36, *Tech Prep -- a program offering you many future options*

develop good study skills

What you don't know can hurt you.

Don't just learn the material for a test or a quiz. Learn so you can add to your knowledge and understanding of the world.

Many times your classes may seem boring. Or, it may feel like the material you are learning is a waste of time. But, you will discover that what you learn today is needed for tomorrow's classroom and career.

You will wish you had learned it then.

So, learn it now. If you need help or tips on how to study, call the ICPAC Hotline. We have a booklet entitled *Better Study Skills for Better Grades and Real Learning*.

It gives you tips on:

- **note-taking skills,**
- **writing papers,**
- **listening in the classroom,**
- **reading and understanding,**
- **time management,**
- **improving your memory,**
- **test-taking,**
- **math...and more.**

Need more help?
Ask the Hotline for a free copy of
The ICPAC Study Skills Booklet

"Listen to your teachers. They do know what they're talking about. Try to get as much as possible out of high school. If I'd listened more in high school, I'd have done better, like in psychology here. But don't get burned out so you won't be burned out in college."

Erica Newby
from Kokomo
St. Mary of the Woods College
Major: Music Therapy

Where else can you get help?

- Your teachers are often the best sources. They are there to help!
- Your parents, neighbors or relatives are also very knowledgeable.
- Ask your counselor about community study programs and free tutors.
- Educational consultants and some tutors offer these services for a fee. Look under the yellow pages in the phone book or ask your guidance counselor about these.

earn
an Honors Diploma

An Academic Honors Diploma guarantees acceptance to a state university.

What is it?
The Indiana Academic Honors Diploma is earned by successfully completing approved courses that meet the requirements to the right. These courses may include Tech Prep courses if they have also been approved by the Indiana Department of Education for this special diploma. Check with your guidance counselor to make sure your courses fulfill the requirements.

How is it different from Core 40?
To receive an Honors Diploma, students must also complete credits in foreign languages and fine arts. In the Core 40, these two areas of study are optional.

What are the benefits?
A special seal is affixed to a student's high school diploma. Admission to Indiana's state universities is guaranteed upon successful completion of an Academic Honors Diploma and other admissions requirements. Many Indiana colleges award automatic scholarships to graduates with the diploma who enroll in their schools.

English Language Arts	8 credits
Social Studies	6 credits

U.S. government, U.S. history, and economics, with either geography or world history. A social studies elective is needed.

Mathematics	8 credits

algebra I & II, geometry, and either advanced unified mathematics, probability and statistics, or calculus.

Science	6 credits

2 credits of biology,
2 credits of chemistry or physics, and
2 more credits of chemistry, physics, or earth/space science.

Foreign Language	6 - 8 credits

6 credits in one language or
4 credits each in two different languages.

Fine Arts	2 credits
Health and Safety	1 credit
Basic Physical Education	1 year

- Pass/fail courses do not count.
- You must receive at least a 'C' in every class and have an overall B average.

For more details, ask the Hotline for IS-8, *Academic Honors Diploma* or talk to your guidance counselor.

check out
the Indiana Academy

You can spend two years of high school at a state university.

The Indiana Academy for Science, Mathematics, and Humanities is an academically challenging two-year public high school. Because it is state-funded, there is little cost for students. Students live at the Academy, on the Ball State University campus in Muncie.

What is school like at the Academy?

Social and athletic activities are like those at most high schools. Students study math, science, and humanities courses, many of which are integrated. Faculty members are carefully selected and are available in the evenings to provide students with extra help and attention.

Students also

- attend seminars which offer speakers, exhibits, performances, films, and field trips;
- are encouraged to discover new ideas and interests through hands-on experiences;
- may participate in apprenticeships with professionals;
- are encouraged to work together on projects and form study groups; and
- must complete 50 hours of community service during their two-year residency.

Want more information?
Order IS-90, *Indiana Academy*

Or contact:
Indiana Academy Admissions
Ball State University
Muncie, Indiana 47306
1-317-285-8105

To apply, you must:

- send a completed application form; official transcripts of all academic work from grade 7 to the present; a record of school and community activities, and an official SAT I score report from a **sophomore year** test date (Any test date later than January of your sophomore year will be too late. See your guidance counselor for information about the SAT I.);
- provide four letters of reference on official Academy forms; and
- attend an interview at the Academy.

Applications are due by March 1 of your sophomore year.

Applications for early decision are due by December 15.

enroll in AP courses

The Advanced Placement (AP) Program offers you the chance to earn college credit while you're in high school.

All Indiana school districts must provide AP courses in science and math.
Other AP courses may also be provided. Some AP courses are:

Art	Computer Science	French	History	Physics
Biology	Economics	German	Latin	Spanish
Chemistry	English	Government	Music	

At the end of an AP course, an exam is given. If you score well on this exam, colleges may give you credit for your work in the course.

There is a fee for the exam. The state will pay for exams in math and science courses and the course in English Language and Composition. Talk with your principal, teacher, guidance counselor, or AP coordinator to get involved in the Advance Placement Program. It is a good idea to plan ahead. If you start planning now, you can take courses to prepare you for advanced placement work in your junior or senior year.

Other opportunities

There are other examinations for high school students interested in earning college credit. Some colleges offer their own exams. There is also the College-Level Examination Program (CLEP). This program offers tests that may cover subjects not included in the AP program. Talk to your guidance counselor or call ICPAC for more on CLEP.

Need more information?
Ask the Hotline for:
IS-99, *The Advanced Placement Program*

"Take courses in the summer that will transfer to college. Get some out of the way... an AP class, like Calculus I. I took five years of math in four years. This helped me be ahead. Try to test out things; you'll get credit and it will let you get through [college] in four years..."

Dana Durcholz
from Jasper
Indiana State University
Major: Math Education

take
college classes

There are other ways you can start college before you graduate.

Early Enrollment and **Dual Enrollment** allow any qualified, high school student to take courses at an Indiana occupational school, college, or university.

"I had 14 hours of AP classes plus four other credits in English when I came here. That makes it easier."

Dylan Schickel
Rose-Hulman
from New Albany
Major : Mechanical Engineering and Economics

Early Enrollment

You could spend your senior year of high school at a college. To enroll early, you must apply to the college you want to attend. If you take the right high school courses, earn good grades, and score well on admissions tests, you will probably be allowed to enroll!

Dual Enrollment

If you live near a college or university, you might be able to enroll in classes on campus to fulfill both your high school requirements and get college credit at the same time. Some high schools also offer such classes as a part of their schedule or have worked out agreements with colleges for dual credit. This option also allows you to continue to participate in high school activities.

Talk to your guidance counselor and the college admissions office for more information about early and dual enrollment. You may have to receive permission from your principal before you participate in either program. Also, you and your parents will be responsible for paying any costs for these programs. Scholarships are sometimes available from the college.

study on your own

Independent study and correspondence courses offer you an opportunity to earn credit outside the classroom.

These opportunities allow you to take more classes at school and be better prepared for your future!

High school correspondence classes

Correspondence courses are offered by many colleges. These courses contain lessons that you complete and mail to the instructor. Lessons may include tapes and telephone conversations between you and the instructor. You may be able to earn up to 8 credits toward graduation through correspondence study. Many students complete their Health and Safety course and other courses such as U.S. History through this method. Before enrolling, check with your guidance counselor for permission to earn this kind of credit.

Independent study

Independent study can sometimes be arranged to learn about a subject for which no course exists. You meet with a teacher and plan how you will study the subject, the books to be used, projects to be completed, and project due dates. You will be responsible for completing the work and meeting the teacher to discuss your progress. Some high schools and many colleges allow independent study.

These courses let you study when it fits your schedule since there is no class period. They also take planning and place a great deal of responsibility on you. But by taking courses this way, you have more time in your regular schedule to take AP courses, dual enrollment courses, or other courses that interest you and prepare you for the future!

Need more help?
Ask the ICPAC Hotline for
IS-100, *High School Correspondence Courses*

prepare
for the ISTEP

Plan ahead for the ISTEP.

In the Fall of 1997, the Indiana Statewide Test of Educational Progress (ISTEP) will be given to students in Grade 10.

This ISTEP will measure your mastery of both basic and applied skills. It will contain multiple choice and short-answer/essay questions. That is, some questions will ask you to come up with your own answers. You will find yourself writing short essays and doing mathematics problems, as well as bubbling in answer choices.

Get ready for job interviews and college.
Keep a record of high school achievements.

What is my portfolio?

A portfolio is a collection of items you have created. Your portfolio must contain your high school transcript and your high school attendance information. You may also choose to include final exams, term papers, pieces of art, video tapes, and computer programs. You might also include descriptions of your work and hobbies.

Want to know more?
ICPAC has sample test questions for the tenth grade ISTEP test. Ask for
IS-40, *The ISTEP Assessment*

Portfolios are an exciting way for you to show what you have learned. You and your teachers use it to track your progress through high school. Colleges and interviewers can also use it to learn more about your skills and knowledge.

prepare
for standardized tests

Many colleges require students to take a standardized test to be admitted.

Why do colleges require testing? Because high schools can be very different, with different grades, classes, and students. Admissions offices must compare many students. The offices use a standardized test as one indicator of your preparation for college.

The first test you should take is either the **PSAT** (Preliminary Scholastic Assessment Test) or **PLAN** (pre-American College Test). These tests are usually taken in the sophomore or junior year of high school.

Why should you take the PSAT or PLAN?

- **You can learn your strengths and weaknesses.**
  A low score might indicate that you need more work in a particular subject. The test will tell you which areas of a subject were difficult for you. Then you can study these areas.
- **You will be able to practice.**
  In your junior and senior years, you will need to take either the SAT I or ACT test before you apply to a college. You will already know what to expect from these admissions tests by taking the PSAT or PLAN.
- **You could win a scholarship.**
  Students with high PSAT scores are eligible for National Merit Scholarships, National Achievement Scholarships for Outstanding Negro Students, and National Hispanic Scholar Awards.
- **You can prepare!**
  There are many ways you can practice for these tests! Your librarian, counselor, bookstore, or computer software store are sources of materials that can help you prepare.

Want to know more?
Your guidance counselor can tell you which test is required by schools that interest you. Call the Hotline for IS-11, *College Admissions Tests*.

keep
your options open

Your plans must change as the world changes.

On average, **American workers change jobs or careers six times in their lives.** Some workers change companies but keep the same career. Other workers change their careers altogether.

In addition to changing jobs, **jobs change.**

Finally, **you will change**. You will gain new interests, skills, and perspectives.

To keep up with change, you are going to have to:

- be flexible,
- be well-rounded,
- know how to adapt,
- be ready, and
- know how to learn.

How will you do this?

- Study hard and prepare the best you can.
- Look at lots of jobs, and careers.
- Know yourself.
- Know how to make decisions.
- Make a plan, but be prepared to change it.
- Don't rule out any ideas or opportunities.

Want to know more?

Call the Hotline and order

IS-82, *Essential Skills of the Future Workforce*

IS-93, *Maximizing your Employability*

use
this information

Summer Camps

Summer camps can help you explore new interests and activities and develop new skills. You will learn how it feels to be away from home and family. Many camps also offer summer jobs which you may want to try. ICPAC updates it's list of accredited Indiana camps for high school students, including special needs camps. You can find other camps through organizations such as the Boy Scouts of America, Girl Scout Councils, YMCA or YWCA offices, and the Boys Club or Girls Club.

Sports Camps

Sports camps are another way to spend your summer. The following is a list of Indiana colleges which offer sports camps. Also listed are specific sports which are coached by at least one camp in the state. For a list of the specific sports offered at each college, call the ICPAC Hotline. Other sports camps sponsored by coaches and organizations are also listed.

Colleges

Anderson University
Ball State University
Bethel College
Butler University
DePauw University
Franklin College
Grace College
Hanover College
Huntington College
Indiana State University
Indiana University-Bloomington
Indiana University-Southeast
Manchester College
Marian College
Purdue University-West Lafayette
St. Joseph's College
St. Mary's College
Taylor University
Tri-State University
University of Evansville
University of Indianapolis
University of Notre Dame
Valparaiso University
Vincennes University

Sports

All-sports Camp
Athletic Training
Baseball
Basketball
Cheerleading
Dance
Diving
Football
Golf
Hockey
La Crosse
Soccer
Softball
Swimming
Tennis
Track and Field
Volleyball
Wrestling

For your summer fun list,
Call the Hotline for
IS-66, *Indiana Summer Camps*
IS-67, *Indiana Sports Camps*

College Camps

Indiana's colleges offer many summer programs that are fun and educational for high school students. There is a broad range of topics which students can explore for a week or more on a campus. This is a great way to study in a career field and also experience life on a college campus. Indiana college summer programs are listed below. Order an updated list from the Hotline in the spring.

Ball State University

- Honors College
- Analog and Digital Electronics
- Student Leadership

Earlham College

- Explore a College

Indiana State University

- Summer Honors Program with many special topics available
- Drama Program

Indiana University-Bloomington

- International Studies
- Philosophy Institute
- Gifted and Talented Youth
- Journalism Institute
- Learning and Living in College
- Summer Music Clinic
- Summer Piano Academy
- Summer Recorder Academy
- Summer String Academy
- Student Leadership

Indiana University-Purdue University at Indianapolis

- Minority Engineering Advancement Program

Manchester College

- Mindpower

Purdue University-West Lafayette

- Minority Engineering

Purdue University-Calumet

- Academically Advanced

Rose Hulman Institute of Technology

- Operation Catapult

University of Notre Dame

- Engineering Intro for Women

Study Abroad

International business is expanding rapidly, and speaking a second language is becoming an important skill. Studying abroad will allow you to practice a foreign language and learn about other cultures. ICPAC has a list of approved international travel and exchange programs appropriate for high school students.

For summer fun and learning,
Call the Hotline for
IS-68, *Summer College Programs*
IS-69, *International Study and Exchange Programs*

This list of career and education terms will help you understand the world of career and education planning.

Academic Advisor: The person at a college who helps students decide what classes to take, what major to pursue, etc. An advisor is similar to a high school guidance counselor.

Academic Standards: College standards that students must maintain, such as a certain grade point average, in order to remain in good standing with the school.

Academic Year: The school year. See *Calendar*.

Accredited: Colleges and schools must meet specific requirements in academic programs, facilities, etc. to be certified by accrediting agencies. Usually, colleges must be accredited for their students to receive financial aid.

Achievement Tests: Standardized tests given by the College Entrance Examination Board in specific high school subjects. Colleges look at test scores when making decisions about admission, course placement, and exemption. These tests are NOT required by most schools for admission.

ACT: A standardized admission test. See *American College Testing Program*.

Admission Requirements: Students wanting to attend a specific college must meet requirements (high school grade point average, standardized test scores, high school courses, etc.) to be considered for admission to the college.

Advanced Credit: Some colleges offer tests for advanced college credit. Students who receive a high score can earn credit in specific subject areas.

Advanced Placement: Tests given at the end of an Advanced Placement course taken in high school. Students with high scores on these tests can be placed in upper-level college courses and may receive credit for beginning level courses.

Advanced Registration: A period of time set by most colleges during which students can register early for classes. See *Registration*.

Algebra: Algebra is the most basic branch of mathematics. It explains the laws that govern the other branches of mathematics. Branches include arithmetic, geometry, trigonometry, and calculus. Simple algebra is concerned with the "laws" of arithmetic. For example, we can multiply two numbers either way and get the same answer. Source: *Children's Encyclopedia Britannica* vol. 1, p 159, 1989.

Alumni: People who have graduated from a school.

American College Testing (ACT) Program: A company that produces standardized admissions tests. See *Standardized Admissions Tests*.

Application Fee: A charge to process a student's application. In some cases, this fee is waived if a student demonstrates financial need.

Apprenticeship: A training program, such as tool and die making or welding, which results in a certified set of skills for a trade.

Arts & Sciences: A grouping of academic studies that may include fine arts, languages, social sciences, natural sciences, and humanities. The grouping may be called a division, college, or school, for example, the School of Arts and Sciences.

Assistant Instructor (AI): A graduate student who helps a professor. An AI may teach introductory classes, grade papers, or lead discussion sessions; may also be called a Teaching Assistant or TA.

Associates Degree: The degree granted by colleges after students complete a two-year, full-time program of required courses, or its part-time equivalent. These degrees are offered by many types of colleges, including two-year and four-year colleges and proprietary schools.

Baccalaureate or Bachelors Degree: The degree granted by a college after students have satisfactorily completed a four- or five-year, full-time program of required courses, or its part-time equivalent.

Board of Trustees: The policy-making and governing body of a college.

Bulletin: A smaller version of a college catalog. It describes aspects of a particular college or university.

Bursar: The person in charge of money at a college. Students may pay the bursar tuition, room and board, and other fees.

Calculus: A branch of mathematics divided into two general fields: differential calculus and integral calculus. Differential calculus can be used to find rates of change. For example, orbits of planets, satellites, and spacecraft are calculated using differential calculus. Integral calculus is a method of calculating quantities by splitting them up into a large number of small parts. It can be used to find the surface area of irregular objects. For example, you can find out the total surface area of your car (even the round parts) by using integral calculus. Source: *Children's Encyclopedia Britannica* vol. 3, p 308-309, 1989.

Calendar: How a school divides the academic year for classes and grading. Calendars usually run from August to May or September to June. School years are usually divided into quarters, semesters, or trimesters.

Campus: The grounds, class buildings, and residence halls of a school.

Career Cluster: A group of jobs or career areas which have similarities or require some of the same skills and abilities.

Career Plan: A set of steps to be followed over a period of time to get a desired job.

Catalog: Book about a specific college which contains general information about classes, faculty, costs, and admission and degree requirements.

Certificate of Completion: Certificates usually granted by colleges after completion of a course of study for a specific occupation.

Chair: The highest administrator of an academic department; is usually a professor.

Chancellor: The chief administrator of an individual college campus.

Chemistry: The study of the elements, the compounds they form, and the reactions they undergo. Chemists try to discover new, useful compounds. They do their work by using the results of experiments to prove their theories.

Civic Group: An organization or club in a community. These groups usually want to improve life in the community.

Coeducational: This term refers to both men and women being included in the facility, for instance being able to attend the college or living in the dormitory.

College: A school offering studies that lead to an academic degree. A college can be an independent school or part of a larger university system.

College Scholarship Service: This service processes student financial aid applications, specifically the FAFSA and FAF.

College Work-Study Program: A form of financial aid in which students earn money by working part time at their college. Students apply for work-study by filling out the FAFSA. See *Free Application for Federal Student Aid*

Commencement: Graduation ceremony to recognize students who have completed degree requirements.

Community College: See *Junior College*.

Commuter Student: A student who lives at home, or somewhere off campus.

Competitive Admission Policy: An admission policy where a school only admits students who meet certain requirements.

Conditional Admission: A college may admit students who have not met all the admission requirements. To remain, these students must fulfill specified requirements before or during their enrollment.

Consortium: Arrangement between schools that enables students who attend one school to go to class and use resources at another school.

Cooperative Education (Co-op education): A program in which a student combines employment and study in a career field.

Core Classes: Classes that all students in a major program are required to take.

Core 40: Required program of study for all students in Indiana high schools.

Co-requisite: A class that must be taken with a related course.

Correspondence Course: A class where students receive lessons in the mail and send completed assignments to instructors. Correspondence courses are examples of independent study. See *Independent Study*.

Course: Another name for "class."

Course Evaluation: A survey that is usually given at the end of a semester. Students give their opinions about the instructor and the course.

Course Number: Numbers assigned to courses to show the level of their difficulty or depth/breadth of study. 100 level courses are less difficult or broader in scope than 200 level courses.

Credit: How schools measure students' progress toward a diploma or a degree. For a semester, three hours of credit for one college class is common.

Curriculum: The available courses in a particular program of study.

Dean: The highest officer of a division, college, or school, such as Dean of Education.

Declare a Major: Officially tell the college your area of study.

Deferred Admission: A college may accept a student but then allow the student to delay coming to the school for one year.

Deficiency Points: These indicate unsatisfactory classwork. Students with these can be put on academic probation or dismissed from school.

Degree: After finishing a program of study at a college, students receive an academic title, for example, a Bachelor of Arts degree from XYZ University.

Department: A specific area of study in a larger college or school. For example, French is a department in the School of Arts and Sciences.

Diploma: An official piece of paper given by colleges and high schools to students when they complete a specific course of study.

Discipline: A field of study. See *Major*.

Discussion Section: Some classes have two types of meetings. One is when the professor lectures. The other, the discussion section, is when a small group of students meets to discuss the lecture. Discussions are usually led by a graduate student called an A.I. or T.A.

Dismissal: Students can be dismissed or expelled for various reasons, such as consistently poor grades or breaking rules.

Distributive Requirements: See *General Education Requirements*.

Doctoral Degree: The highest university degree, also called a doctorate or doctor of philosophy (Ph.D.). Physicians receive a Medical Doctorate. (M.D.), while lawyers receive a Juris Doctorate (J.D.)

Dorm: Dormitory. See *Residence Hall*.

Double Major: Meet requirements for two majors. See *Major*.

Dual Credit or Concurrent Enrollment: Courses that may be offered at your high school or nearby college which give you both high school and college credit.

Early Admission: Students can take the necessary standardized tests and apply early in their senior year for admission to some colleges/universities.

Elective: An optional class, instead of required.

Emeritus Faculty: Honored faculty members, usually retired from teaching.

Enroll: To officially select classes. See *Registration*.

Exemption: A course requirement which is fulfilled by passing an exam in the subject.

Extra-curricular Activities: Activities that occur outside the classroom.

FAF: See *Financial Aid Profile*

FAFSA: See *Free Application For Federal Student Aid*

Faculty: The teachers, professors, and instructors who teach at schools.

Federal Pell Grant: A college federal financial aid grant program. Students apply for the Pell Grant by filling out the FAFSA.

Federal Perkins Student Loan: A low-interest loan for students who show financial need. It must be repaid after graduation. Students apply for the Perkins Loan by filling out the FAFSA.

Federal PLUS (Parent Loans for Undergraduate Students) and/or Federal Direct PLUS: Financial aid processed through a bank, other lending agency, or college or university to help pay for college. These loans must be repaid with interest and are not deferred.

Federal Stafford Loan and Direct Ford Loan: Student financial aid processed through a bank and/or a college. A student must be enrolled in a college degree program at least part-time to receive a Stafford Loan. Loans must be paid back with interest after a student leaves school. This was formerly called Guaranteed Student Loan; it requires a completed FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG): Federal grant for students with exceptional financial need. Apply by filling out an FAFSA.

Federal Unsubsidized Stafford/ Direct Usubsidized Ford Loan: Similar to a Federal Stafford Loan, except interest is paid by student during college attendance.

Fee: Money charged by a college for services provided to a student. Fees are often charged for lab materials and recreational facilities.

Fee Waiver: A written statement that says that the student does not have to pay a certain fee. Some scholarships give fee waivers for tuition.

Finals Week: A period of time at the end of the semester when classes do not meet and final tests are given.

Financial Aid: Federal, state, college, and private programs which help students pay for college costs. Financial aid can be in the form of grants and scholarships, loans, or work-study programs.

Financial Aid Counselor: A college staff member who helps students and parents fill out financial aid forms and processes grants, loans, scholarships, and work-study money.

Financial Aid Profile: A supplemental application required by some schools for school-based aid. Must be completed and mailed to the College Scholarship Service. Deadline is same as for the FAFSA.

Four-year College: School offering Bachelors degrees, which usually are earned in four years.

Fraternity: A group of people sharing a common interest. Academic or business fraternities may be coeducational. Social fraternities are usually for men only. See *Greek Organizations, Rush, Sorority*.

Free Application for Federal Student Aid (FAFSA): The required application for federal, state, and institutional financial aid. Students must file their applications between January 1 and March 1 of the year the student plans to attend college.

Full-time Student: A student who carries a minimum number of credits or hours to be considered "full-time" by a college. The number of credits considered to be a full-time load can vary from college to college.

4-1-4 or 4-4-1: Calendar used by some colleges. There are two regular semesters of four months, with one month-long semester between them or following them.

General Educational Development Tests (GED Tests): Tests which measure the knowledge and skills usually learned in high school. A person who passes the GED Tests has the equivalent of a high school diploma.

General Education Requirements: Many colleges require students to take a variety of classes in different academic areas. For example, they may require a certain number of courses in science, foreign language, and math.

Geometry: Geometry comes from two Greek words meaning "earth measurement". Geometry began as a study of how to measure the Earth (as in map-making) or to measure the Earth in relation to the rest of the universe (as in astronomy). Geometry today is more a study of physical spaces in general. For example, geometry can be used to figure out the area of a house or a football field. Geometry is very important in the design and manufacturing of most products. *Children's Encyclopedia Britannica*, vol. 8, p 101-102, 1989.

Gift Aid: Financial aid which is not repaid, such as grants and scholarships.

Grade Point Average (GPA): A system for evaluating the overall scholastic performance of students. A student's GPA is found by dividing the sum of grade points by the number of course work credits or hours. Grades are often measured on a four-point scale in which four equals 'A,' three equals 'B,' etc. This is called grade points. Total points are found by multiplying the number of hours for a course by the student's grade point.

Graduate: A person who receives a certificate, degree, or diploma from a school.

Graduate Assistant (GA): A GA helps a professor with research or works for an academic department. GA's usually receive a salary and reduced tuition.

Graduate student: A student who has received a Bachelor's degree and is working on an advanced degree such as a Master's or Doctoral degree.

Grant: Financial aid based on student need; it is not repaid.

Greek Organizations: Social organizations named by Greek letters which students can join. These organizations often engage in social and charity events. Members of Greek organizations frequently live together in a "Greek House." See *Rush, Fraternity, Sorority*.

Guaranteed Student Loan (GSL): See *Federal Stafford Loan*.

Higher Education: See *Postsecondary Education*.

Holland Code: A system or group of interests and abilities into which most people fit and most jobs can be classified.

Honoraries: Organizations to which students are nominated for membership due to high grades, outstanding service to the school, or both.

Housing: Living arrangements for students at colleges or private secondary schools.

Humanities: The branches of learning concerned with human thought and relations, especially literature, philosophy, fine arts, and history.

Identification Card (ID): Card issued to identify students. ID's are often required for borrowing library books, or admission into school-sponsored activities.

Independent Study: Studying a subject for credit but not in an organized class. This can involve correspondence courses, video or computer instruction, or meetings between the student and instructor. See *Correspondence Course*.

Individualized Major: See *Student Designed Major*.

Informational Interview: An interview to find out about a job or career, such as the training needed for it and the responsibilities of it.

Institution: An established organization; in the education field, it is a school, college, or university.

Instructor: A non-tenured teacher at a school. See *Tenure*.

Intercollegiate: Any competition or activity taking place between different colleges.

Interdisciplinary: Programs or courses using knowledge from two or more academic areas, such as psychology and anatomy.

Interest Inventory: An exercise or set of exercises used to identify a person's possible areas of career fit.

Internship: Class credit given to students who work at jobs on or off campus. The jobs give them practical experience in their major.

Intramural Sports: Athletic activities between a school's students.

Job Shadowing: Time spent (a few hours or a day) with someone who is at work. This time is used to better understand what people do in that job.

Junior College: Colleges that offer programs (usually two years or less) that prepare students for immediate employment, or for transfer to a four-year college.

Language House: A student residence where a foreign language is spoken. Students who want to learn German might live in a "German house."

Liberal Arts: A school or course of study which focuses on developing students' general knowledge and reasoning ability instead of a specific career; the result is often considered to be a well-rounded, general education in the arts and sciences.

Loan: Financial aid that must be repaid with interest after a student leaves school.

Major: Subject areas such as anthropology, economics, or geology in which students take many classes; an area of interest in which students earn a degree.

Masters Degree: An advanced college degree earned after a Bachelors degree, usually taking two years to complete.

Matriculate: To register or enroll in a college.

Mentor: A mature person who gives advice and help.

Minor: An area of interest studied at the same time as a major. It is rarely in the same department as a major and requires fewer classes than a major.

National Achievement Scholarship Program for Outstanding Negro Students: A scholarship program for African-Americans only, similar to the National Merit Scholarships and based on junior year PSAT scores.

National Direct Student Loan (NDSL): See *Federal Perkins Student Loan*.

National Merit Scholarships: These competitive scholarships are limited in number and are offered by corporations and colleges. Winners are determined by PSAT scores and other criteria.

Need Analysis Form: A form, filled out by the student and/or family members, used to determine the amount of financial aid the student can receive. The Free Application for Federal Student Aid is a need analysis form. See *FAFSA*.

Occupational Outlook: A prediction of the number of job openings there will be at a certain time for specific jobs or careers.

Occupational Training: Education and training to prepare the student for a particular occupation.

Office Hours: In education, hours set aside by an instructor to meet with students.

Ombudsperson: In education, a person who acts on behalf of students and others in the school community who have difficulties with the school.

On-the-job Training: Training provided for employees while they are learning a job; employee creates a product or provides a service, while being trained.

Open Admission Policy (Open Door Policy): Admission policy where anyone with a high school diploma or its equivalent can take classes.

Orientation: Programs to help new students and parents get to know a school. Orientation usually takes place before or at the beginning of the school year.

Ph.D.: See *Doctoral Degree*.

Part-time Student: A student enrolled in a number of course credits or hours which are less than full time. Usually, this is less than twelve credits or hours a semester.

Phi Beta Kappa: A national honor society recognizing excellence in academics in the liberal arts. See *Honoraries*.

Philanthropy: An organization that donates time and money. A philanthropic organization may donate money or service to organizations and individuals.

Physics: The science of the properties and interactions of matter and energy.

PLAN: Students take this test to prepare for the ACT. See *ACT*.

Portfolio: A file of materials created by a student which displays and explains skills, talents, experiences, and knowledge gained throughout the student's life.

Postsecondary Education: Education after high school at a public, private, vocational, technical, proprietary, trade or business college or university.

Pre-admission Summer Program: College programs offered to freshmen before fall classes begin. Classes may be skill-building or regular college classes.

Preliminary Scholastic Assessment Test/ National Merit Scholarship Qualifying Test (PSAT/NMSQT): A high school test which measures verbal and math skills and prepares students for the SAT I. It determines eligibility for the National Merit Scholarship. See *Scholastic Assessment Test*.

Pre-programs: Course sequences for undergraduate students to prepare them for graduate work in the same area. Examples— pre-law and pre-medicine.

Prerequisite: Beginning class that prepares students for a more difficult class.

Private School: A college or school which is not supported by a state. Some private schools have a religious affiliation or are single sex schools in Indiana.

Probation: Status given to students whose GPA has fallen below a certain minimum level. This can vary from school to school.

Professor: A teacher at a college.

Program: Set of required courses for a degree in a major area of study.

Proprietary Schools: Colleges that are run as profit-making institutions. These colleges provide students with practical training in specific fields.

Prospectus: A booklet of general information about a college or program.

Provost: The college chief academic officer who is responsible for faculty and courses.

Public School: Schools supported by the state to pay part of its operation costs.

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Quad: Group of residence halls or academic buildings, usually four in number.

Quarter: A calendar used by some colleges. The quarter school-year is broken down into four distinct periods, each lasting about 10 to 12 weeks.

Quiet Floor/Hours: Part of a dormitory or hours during the day where students are expected to maintain a very low noise level.

Reading Days: Days between the end of classes and beginning of final exams. Students use these days to prepare for final exams.

Registrar: Person in a school who manages class schedules and academic records.

Registration: Officially enrolling in classes for the upcoming grading period.

Religious Affiliation: Private colleges may be associated with religious organizations. For example, the University of Notre Dame is affiliated with the Roman Catholic Church.

Remedial course: A course that teaches skills that are needed to succeed in college courses. Many students learn these skills in high school. These skills are in the areas of math, writing, reading, etc.

Requirements: A set of conditions that must be met in order to do something, such as be accepted to a college, complete a degree, etc.

Residence Hall (Dormitory): A campus building where students live. Food service, along with social and educational activities are provided. Some schools require that students live in residence halls for a certain amount of time.

Residency Requirements: Most colleges require that students spend a certain amount of time on campus taking classes or living on campus. This term can also mean the minimum amount of time a student must live in the state to pay in-state tuition, which is lower than the fee paid by out-of-state students.

Resident Assistant (RA): A trained student who lives in a dormitory to coordinate programs and activities. Resident Assistants may also help students with problems in the dorm or counsel students about campus difficulties.

Rolling Admission: Schools with this admissions practice decide whether or not to admit students as soon as they receive the required materials from the student.

Room & Board: The cost for living in residence halls or other campus housing (room) and receiving meals from the housing food service (board).

Rush: A period of time when students participate in parties and activities to get to know the members of Greek organizations on campus. Greek organizations hold rush to meet possible new members.
See *Greek Organizations*.

SAT I:
See *Scholastic Assessment Test*.

SAT II: Subject Tests:
See *Subject Area Test*.

Satisfactory Academic Progress: Completion of courses according to school standard. Satisfactory academic progress must be shown to receive financial aid and continue in the school.

Scholarship: Financial aid awarded for academic and other achievements (music, athletics, etc.). Scholarships do not have to be paid back.

Scholastic Assessment Test I (SAT I): A standardized admission test published by the College Entrance Examination Board (CEEB). See *Standardized Admissions Tests*.

Semester: Calendar system used by some schools. Classes and grade reports are divided into two periods, each lasting about 15 weeks.

Sorority: A women's social organization often identified by Greek letters.
See *Fraternity, Greek Organizations, Rush*.

Standardized Admissions Tests (SAT I, ACT, etc.): These tests are designed to measure verbal and mathematical knowledge or skills and are used to predict achievement in college. The test score may be considered along with other factors for admission to the college.

Statistics: The branch of mathematics that deals with information in the form of figures. A statistician collects, summarizes, analyzes and makes predictions based upon this information.

Student Activities:
See *Extra-Curricular Activities*.

Student Body: All the students who attend a particular school.

Student Center or Student Union: A building on campus designed for a variety of uses by students. A bookstore, student organization offices, dining facilities, administrative offices, game rooms, etc. may be located here.

Student-designed Major: At some schools, students can plan an individualized major. Such programs must be approved by appropriate school administrators.

Study Abroad: Programs where students can go to school for a period of time in another country while making regular progress toward their diplomas or degrees.

Subject Area Tests: Standardized tests given by the American College Testing Program or College Board in specific high school subjects, such as biology, a foreign language, etc. Colleges look at these test scores when making decisions about course placement, exemption, or admission to a specific program. Many programs do not require these tests for admission.

Support Services: Services provided by most colleges to help students in areas such as academics, veterans affairs, adult, and special-needs (differently-abled).

Teaching Assistant (TA): See *Assistant Instructor*.

Tech Prep Courses: Classes which are taught by using the material to be learned in an active or applied manner.

Tenure: Guaranteed employment status given to teachers and professors after successful completion of certain requirements within a certain time period.

Terminal Program: Educational programs to prepare students for a specific career.

Trade: An occupation requiring skilled labor, such as an electrician or tool and die maker.

Transcript: The official record of a student's educational progress; it may include listings of classes, grades, major area, and degrees earned.

Transfer Student: A student who changes from one school to another. Grades and credits from the first school may or may not be counted at the second. Schools may not accept ALL the credits earned at another school.

Transfer Program: College program that prepares students to complete the degree at another school. Often two-year colleges have transfer programs to prepare students for four-year colleges. These programs usually award Associates degrees.

Trigonometry: Math concerned with measurement based on triangles. It is important in geometry and in physics. Think about a fishing rod, 1 yard long, with its fishing line dropped straight into the water. The height of the rod above the water will change according to the angle between the rod and the water. This relationship between the rod's angle and its height above the water is an example of the kinds of ideas studied in trigonometry. *Children's Encyclopedia Britannica*, vol 18, p 12, 1989.

Trimester: A calendar system used by some colleges. This system is made up of 3 periods, each lasting about 10-12 weeks.

Tuition: The cost of classes or credits at a school.

Tutor: Tutors are experienced adults or students who help others study a specific subject. Some schools provide free tutors. At others, students pay for tutors.

Two-Year College: A college with programs leading to an Associates degree.

Unconditional Admission: Students who meet all the admission standards of a school are given this status.

Undergraduate: Student working toward a Bachelors degree.

University: A post-secondary institution which has several colleges or schools, grants graduate degrees, and may have research facilities.

Upperclassperson: Student who is a junior or senior but who has not yet received an undergraduate degree.

Vocational/Technical: A school or college where students get "hands-on" training in a specific career area. These colleges usually offer two-year and shorter programs.

Waiting List: A list of those students who will be admitted to a college or school only if there is space available. Students placed on a waiting list are usually notified if they are admitted, sometime between mid-May and mid-June.

Waiver: A requirement which is not enforced, such as class waiver or fee waiver.

Our helpful and friendly staff are here to answer your questions!

"I enjoy working at ICPAC because of all the information you can learn about higher education and career planning. ICPAC provides this information to people free of charge. Working at the Hotline, I get to speak personally with parents and students about their futures. It's a great learning environment for me and them."

Alisha Diaz
Major: College Student Personnel Administration
Hometown: Anaheim, California
May 1997 Graduate Indiana University

"The phones would ring constantly if students knew the real value of college. I've seen the value of a college degree. There are people who have not been able to attend college in my family. They have had a very difficult time finding a decent job that pays a fair wage. They have found that being a good worker is not enough.

Here at ICPAC, we have the know-how to help students go to college. The most rewarding aspect of working at ICPAC is helping students avoid the problems some of my family members have had."

Steve Warren
Doctoral student in American History
Hometown: Bloomington, IN
May 1998 Graduate Indiana University

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Math — Gateway to the future CS-1
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Is the military an option for you? CS-6
Building a computer career—bit by bit CS-7
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Study Skills SS

Booklet covers general guidelines to better studying including tips on taking notes, writing, learning math, improving memory, taking tests, using the library, managing time, and listening

All about Financial Aid

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Core 40: Indiana's new hs curriculum —for college and for work IS-16
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Career Advancement: Should I return to school? IS-59
The Indiana College Network: Classes close to home ..... ICN

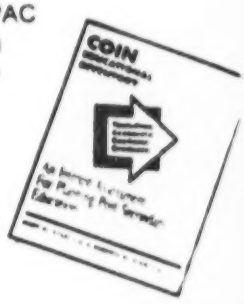
the ICPAC Warehouse

Career Interest Inventories

ICPAC offers a short, free interest inventory you can order, IS-50, *Discovering careers that fit you*. ICPAC offers these other self-scoring inventories that can help you. Use the *Warehouse Order Form* on the next page to order these low-cost items.

Career Quest ($3.50 + 18 tax)

Coin Inventory a more in-depth inventory ($6.95 + 35 tax)



Financial Aid Estimation Service

The time to start planning for college costs is now! ICPAC offers a service to help you determine how much financial aid your family can expect.

This Financial Aid Estimation Service will:

- provide accurate information that will help you make decisions
- estimate your expenses for higher education
- tell you if you are likely to qualify for need-based financial aid
- identify sources and help you project yearly education expenses

Order your estimation form today for $5.00

Free Information Order Form

1 **Phone** (____) _____ - _____

Name _____ **Grade** ____

Street _____

City _____ **State** ____ **Zip** _____

2 Order up to **Five Free** publications mentioned in the planner by writing their numbers here.

____ ____ ____ ____ ____

3 Write the names of the **Two Free** career profiles you want here.

_____ _____

4 **Mail this form to:**

ICPAC Response Center
2805 East Tenth Street
Bloomington, IN 47408-6263

---

1 **Phone** (____) _____ - _____

Name _____ **Grade** ____

Street _____

City _____ **State** ____ **Zip** _____

2 Check the items you want below.

Chronicle Career Quest
$3.50 + .18 tax ____

Coin Inventory
$6.95 + .35 tax ____

Financial Aid Estimation Service
$5.00 ____

3 Put this order form and a check or money order (with a complete address) **payable to *ICPAC Warehouse*** in an envelope.

4 Put a stamp on the envelope and mail it to:

ICPAC Warehouse
2805 East Tenth Street
Bloomington, IN 47408-6263

Free Information Order Form

"If you have a career that interests you, turn the page! Tell us the career you want to know more about, and we'll mail some info to you in about a week. You can also order free ICPAC info series pieces. It's as easy as 1-2-3-4!"

Ingrid Lopez
Hometown: Portage
Major: Elementary Education
Graduate 1996 Indiana University

Low-Cost Information Order Form

"On the other side of this page are just a few of the things we offer at low cost to help you take charge of your future. We have a lot more for you and your parents to use throughout high school and beyond. Don't miss out on new products. Stay connected. Call the Hotline today for your free Warehouse catalog."

Jule McKanna
Hometown: Fort Jennings, Ohio

What careers interest you?

Accountant
Aircraft Mechanic
Ambulance Attendant
Animal Caretaker
Auto Mechanic
Biomedical Equipment Technician
Brickmason
Carpenter
Carpet Installer
Chef
Diesel Mechanic
Dental Lab Tech
Drafter
Electrician
Electronics Engineer
Emergency Med Tech
Farm Manager
Firefighter
Fish & Game Warden
Forester
Heating and Cooling Mechanic
Jewelry Repairer
Locomotive Engineer
Locksmith
Machinist
Meat Cutter
Mechanical Engineer
Mining Engineer
Nuclear Med Tech
Machine Repairer
Optician
Petroleum Engineer
Power Plant Operator
Plumber & Pipe Fitter
Robotics Technician
Roofer
Sailor and Deckhand

Actuary
Aerospace Engineer
Agricultural Scientist
Astronomer
Biological Scientist
Ceramic Engineer
Chemical Engineer
Chiropractor
Civil Engineer
Computer Programmer
Conservation Officer
Dentist
Dialysis Technician
Economist
Forester
Geographer
Geologist
Industrial Hygienist
Laser Technician
Management Analyst
Marine Engineer
Mathematician
Meteorologist
Nuclear Engineer
Operations Research Analyst
Optometrist
Pharmacist
Physician Assistant
Pilot
Respiratory Therapist
Sales Engineer
Sociologist
Speech Pathologist
Statistician
Surgical Technician
Veterinarian

Actor
Advertising Agent
Architect
Archivist and Curator
Choreographer
Commercial Artist
Composer
Dancer
Director
Industrial Designer
Landscape Architect
Musician
Merchandise Displayer
Producer
Reporter
Technical Writer
Visual Artist
Writer and Editor

Call the Hotline and order up to TWO FREE career profiles!

1-800-992-2076
or TTY
1-800-225-8980

Air Traffic Controller
Ambulance Driver
Audiologist
Bartender
Child Care Worker
College Professor
Compliance Officer
Correction Officer
Cosmetologist
Counselor
Dental Assistant
Dental Hygienist
Detective, private
Dietician
Education Administrator
Employment Interviewer
Freight Mover
Guard
Health Administrator
Home Health Aide
Interpreter
Librarian
Marriage Counselor
Medical Assistant
Optometric Assistant
Occupational Therapist
Paralegal
Physical Therapist
Podiatrist
Police Officer
Preschool Worker
Social Worker
TDD

Activities Therapist
Administrative Assistant
Auto Salesperson
Barber
Bell Captain
Building Manager
City Manager
Collection Worker
Cook/Chef
Court Administrator
Custodian
Financial Manager
Flight Attendant
Food Service Mngr
Funeral Director
Hotel Manager
Human Service Worker
Industrial Engineer
Industrial Traffic Manager
Insurance Agent
Interpreter
Judge
Lawyer
Manufacturer's Rep
Model
Pest Controller
Photographer
Postal Clerk
PR Specialist
Public Administrator
Radio/TV Reporter
Retail Buyer
Stockbroker
Surveyor
Travel Agent
Urban Planner

Auditor
Bank Teller
Billing Clerk
Bookkeeper
Broadcast Tech
Cashier
Chauffer
Clerical Supervisor
Computer Operator
Court Clerk
Court Reporter
Credit Manager
Data Entry Keyer
Dispatcher
File Clerk
Food Service Worker
Groundskeeper
General Office Clerk
Highway Worker
Insurance Claim Rep
Legal Secretary
Library Technician
Med Record Tech
Nuclear Inspector
Painter
Payroll Clerk
Production Clerk
Receptionist
Recreation Attendant
Secretary
Satistical Clerk
Stenographer
Teacher Aide
Telephone Operator
Underwriter
Word Processor

The State of Indiana created ICPAC in 1986. Under the direction of the Indiana Commission for Higher Education, the center's mission is to inform, encourage, and support the education and career development of the people of Indiana.

ICPAC is supported by the Indiana Commission for Higher Education, the State Student Assistance Commission of Indiana, the Indiana Department of Workforce Development, and the Indiana Higher Education Telecommunications System.

Indiana Career and Postsecondary Advancement Center

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http://icpac.indiana.edu